

PETWORTH TOWN COUNCIL

MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON THURSDAY 20TH JUNE 2013 IN THE TOWN COUNCIL OFFICE AT 7.30 PM

PRESENT: Cllr K Lintill (Chairman), Cllr D Burden, Cllr N Fox,
Cllr J Fynes, Cllr C Kemp, Cllr R Pawsey,
Cllr J Robbins, Cllr A Simmons and Cllr A Sneller.

Cllr E Lintill (District Councillor)

CLERK: Mrs J Huggett.

1. Apologies were received from Cllr R Chandler, Cllr C Goldthorp, Cllr B Walsh and Cllr J Duncton (County and District Councillor).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CHAIRMAN'S ANNOUNCEMENTS

Resignation: Cllr Louise Pearce has resigned for personal reasons. A notice has gone up on the Council's notice board advertising for a further councillor.

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the Annual meeting held on Thursday 16th May having been circulated, it was proposed by Cllr Fox, seconded by Cllr Robbins, that they be passed and signed.

5. POLICE/PCSO REPORTS

In PCSO Ian Luxford's absence there was no report.

6. MATTERS ARISING

- (a) New Councillors: The Chairman said there has been one reply, from Mr Copus who lives in Northend Close. The closing date is 30th June. Cllr Fox said that Mrs Eames from Grove Lane had expressed an interest.
- (b) Pedestrian Crossing in Church Street: The Chairman said he, Cllr Walsh and the Clerk had met Mrs Baker to discuss the crossing. It had not been

very fruitful, no further improvements can be made, the sign cannot be changed but has now been put back.

- (c) Jubilee Board: The Chairman thanked Cllr Fynes and her family for the work they had put in. The unveiling by Lord Egremont had been very well attended.
- (d) BT Phone Box in Grove Lane: The Clerk said she has written to BT and is waiting to hear back from them.

(Clerk's Note: The £1.00 fee has been paid and the contract signed by the Chairman and BT.)

(e) Website: Cllr Pawsey gave the following report.

1. I am in contact with parishcouncil.net

2. I am about to send off to them a draft "website development brief"

This defines the

- Style and structure – I am proposing we have the PTC logo at the top, plus a panoramic photo of Petworth, and with horizontal and vertical buttons;
 - Colours – will be green (= rural) and blue (= sky). I am basing my proposals on several websites – but I'm using for colour guidance
- The standard features (in the BRONZE package) are
- Facility for up to ten email accounts – though initially we will probably have only one – to "The Clerk"
 - On line document archive
 - Online news section
 - Calendar
 - Links to other websites
 - Weather reports
 - Councillor listing tool - Councillors details: name, photo, council responsibilities i.e. committees etc etc
 - Password protected admin section – where we can edit parts of the website
 - Domain name (petworth-tc.org.uk)

Plus one additional feature in the BRONZE package

- I'm suggesting "Consultations" which would allow the Neighbourhood Plan info to be up on the website AND to receive and store (in a secure database) responses from the public

[Later on if we upgrade to SILVER or even GOLD – we could add other features such online contact the Council form, planning applications, secure Councillor log-in, youth section]

3. I need from fellow councillors BY EMAIL

advice on: advantages/disadvantages of POP3 email accounts v. webmail accounts

electronic photos of Petworth for which there are NO COPYRIGHT ISSUES (i.e. copyright belongs to the person who sends it, or they are prepared to assign copyright to PTC.) Please email photo and name/details of copyright holder to me to choose from – and please don't be offended if they are not used. [Lots of photos = slow websites!]

suggestions for organisations who may wish to have links with PTC website

A discussion followed. Cllr Fynes asked who is going to maintain and update the website. Cllr Pawsey said someone will have to be found. Cllr Sneller said they are having problems in updating the Community website. The Chairman thanked Cllr Pawsey.

- (f) Assistant to the Clerk: The Chairman said a meeting had been held to look through the applicants. There had been some very good CVs and these had been reduced to five. He will be meeting again with Cllrs Fox, Chandler and Kemp on Wednesday 26th June to finalise details and agree the date for interviews.

7. COUNTY AND DISTRICT COUNCILLORS

(a) **District Council**

Cllr E Lintill reported on the following.

Annual Meeting: The following had been elected at the Annual meeting.

Cllr Simon Bell is now Chairman.

Cllr Nick Thomas is now Chairman.

Chairman of Planning and Housing: Cllr Carol Purnell has taken over from Cllr Janet Duncton.

Cllr Heather Caird now has responsibility for Planning Policy and therefore the Local Plan.

Cllr Josef Ransley will chair the LSP in place of Cllr Caird.

She is now the Council's representative on the Sussex Police and Crime Panel.

Broad Band: They are working with West Sussex County Council and BT, and it is expected that 98% of businesses will be connected. At present there is no broadband in Sutton.

Petworth Vision: An initial meeting was held on 20th May. There is a follow up meeting on 24th June. Up to £30,000 has been allocated from Council funds.

Changes in Planning: Three changes had been put forward. The first one, to change to one committee has been agreed and implemented. She is

not on the Planning committee but Cllr J Dunton is Vice-Chairman. The second one, only applies to DOM applications and, due to objections from some parishes, has been deferred.

Cllr Fox said he had intended to bring this up at the end of the meeting and asked if he could speak on it now. The Chairman agreed. Cllr Fox read out the three changes.

1. Replace the existing 2 DM committees with a single committee comprising 16 members to meet on a 4 week cycle.
2. Amend the scheme of delegation so that householder (DOM) applications with an officer recommendation of approval, which have received a Parish objection, do not need to be referred to committee for determination.
3. That the Red card system is retained for Members to call in applications for committee to determine.

He was concerned about the second change. He had had occasion to speak to officers who clearly, from the conversation, did not know the situation or the area referred to. He found it rather alarming that an application which had received an objection from a council could be decided by one person. Cllr E Lintill said that if the objection is on sound planning grounds she or Cllr J Dunton will always support it by red carding it and would be willing to come to planning meetings. Also if Councillors feel very strongly about an application they should come to the meeting and speak.

A discussion followed, finally Cllr Fox asked Councillors to come to a decision as to whether they want to oppose any of the changes, or accept them all. Cllr Burden proposed that they all be accepted. This was seconded by Cllr Kemp and, on a vote, carried unanimously. Cllr E Lintill confirmed that if there are any planning applications of a contentious nature she will, if the committee so request, attend the meeting.

Finger posts: Cllr Fynes said although the finger post in Market Square has been refurbished, there is still a sign pointing to the TIC which is misleading. The other posts have yet to be done and she asked when this will happen. Cllr E Lintill said they will be done, the one in Market Square had been put in early in time for the unveiling of the board. She took note about the TIC sign.

(b) County Council

In Cllr J Dunton's absence the clerk circulated her written report.

Training: The first few weeks have consisted of training and getting to know the way around.

Committees: I'm Vice-Chairman of the Rights of Way Committee, a member of the Children's Services Select Committee, and a substitute of the Planning Committee. I think I'll be on this most times as I attended

my first site visits, none of which affect Petworth, and even with substitutes was the only one who turned up! I'm also on the list of members trained to carry out appeals of all sorts, including staff appeals. There are 13 on this committee but only 3 attend at any one time. I'm one of five members put on the Business Planning Group for Children's Services. They are the Chairman, Vice-Chairman and one representative for the Conservatives, Lib Dems and Labour. UKIP did not take up its seat.

Herbert Shiner: I'm keeping a watching brief at anything that might come up for the Herbert Shiner. The Cabinet Member has told me that if there are any plans he will keep me fully informed.

CLC: The next meeting is on Tuesday 2nd July at Compton.

8. PUBLIC QUESTIONS

There were no members of the public present.

9. REPORTS

(a) **Petworth Pages**

Cllr Fynes said the current edition is now with the printers.

(b) **Petworth Business Association**

Cllr Kemp said a meeting had been held yesterday. The main discussion had been on the Petworth Vision.

Farmers' Market: The PBA are looking at the possibility of running their own Farmers' Markets. Cllr Sneller said he didn't recommend this, he didn't know if they appreciated the amount of work involved, obtaining road closures, putting out cones the previous night and erecting stalls early in the morning on the day. Cllr Fox suggested as the CDC markets are held bi-monthly in the town they could have one in the other months and see how they go.

(c) **Neighbourhood Planning**

Cllr Fox said very interesting presentations had been given by Mr Warder from AirS and Mr Homer from rCOH. They can assist with the preparation of the plan, carry out research, compile facts and obtain funding. They have been asked to come back with a proposal and costs which they will do within two weeks. On a point of interest Mr Warder had said there is funding available from the SDNP, but Mr Triggs had never mentioned this.

(d) **Clerk**

Accounts: Copies of the accounts to 20th June 2013 were circulated.

Southern Water: There is a consultation taking place on the Water Resources Management Plan. Responses by 12th August 2013.

10. TO CONSIDER OTHER ITEMS AT THE CHAIRMAN'S DISCRETION

Chairman's Course: The Chairman said Cllr Kemp has asked to go on a Chairman's course in July costing £60.00. As this hasn't been budgetted for he asked for Councillors' approval. This was seconded by Cllr Fox and agreed.

Flagpole: Cllr Kemp said he and Cllr Sneller had taken down the Union flag and put up the Sussex flag for Sussex Day. It had been an extremely dangerous process balancing ladders against the pole on a windy day, and he suggested that a new flagpole be purchased at a cost of £229.00 which has a winding mechanism inside a door. To the Finance and General Purposes committee.

Rosemary Gardens Playground: Cllr Kemp said two large pieces have been removed from a motive set in the area under the slide. The Chairman said the Clerk has this in hand, she has a meeting to discuss it to-morrow morning.

Clerk's Assistant: Cllr Robbins said he hoped that when appointing an assistant Councillors will employ one who does not express an opinion.

Bus Shelter: Cllr Fynes said the bus shelter by the Leconfield Hall is covered in green and is leaking in the middle. Cllr Simmons said the window cleaner who has been looking after it has had problems with his vehicle but she thinks this is now fixed. She will follow this up. Regarding the leak it will be necessary to look up the provider.

(Clerk's Note: I wasn't given the opportunity to respond to the following two items raised by Cllr Pawsey at the meeting. I went to the library on Saturday and spoke with Lynn the Librarian on duty.)

Register of Members' Interests: Cllr Pawsey said she would like to draw to Councillors' attention the fact that the **Register of Members' Interests** displayed in the Library is that relating to Councillors in Office in 2007/2008. Why is this so out of date and where is the file for members of the current Council held?

I asked Lynn for the file. She commented that she has never been asked for the file and as no one, until Cllr Pawsey, has ever noticed it is out of date there has been no interest for 5/6 years. I removed the file.

I spoke with the District Council on Monday morning. The latest originals were lodged with them when signed and are available in the Chichester office for viewing. They will shortly be on their website, and I have always had copies in the office. I was told there is therefore no need for them to be in the library and to remove the file, which I had already done.

Minutes of the Council Meetings in the Library: Cllr Pawsey said the last one in the Library file is November 2012 – why is this so out of date?

I asked Lynn for the file. She opened it and in it were the minutes of the January, February, March and April 2013 meetings. The May one has now been added to the file. There was no other file there.

Standing Orders: Cllr Pawsey said under Standing Order no 72*, she would like to propose that Standing Order 44** be varied to read:

“Standing Order 44

Every Committee shall, at its first meeting, **which must be held as soon as possible and not more than 14 days following the date of the AGM**, before proceeding to any other business, elect a Chairman and may elect a vice-chairman who shall hold office until the next Annual Meeting of the Council.”

The purpose of this proposed alteration is to ensure the fully democratic financial oversight of the Council’s financial affairs which should not be left to the Chairman and Clerk alone for an extended period - as the 46 days this year.

Proposed by Cllr Rosa Pawsey
Seconded by Cllr Chris Kemp
20 June 2013

Notes: Current wording

Standing Order 72

“A motion permanently to vary or revoke a Standing Order shall when proposed and seconded, stands adjourned without discussion to the next ordinary meeting of the Council”

Standing Order 44

“Every Committee shall, at its first meeting, before proceeding to any other business, elect a Chairman and may elect a vice-chairman who shall hold office until the next Annual Meeting of the Council”

This will be on the agenda at the July meeting.

Horsham Road Chapel: Cllr Fox said he is concerned that this Council could be liable for the chapel, it has never been confirmed the council own it, but just assumed this is the case as no one else has accepted ownership. He asked what can be done, bearing in mind the churchyard was there before the chapel was built.

North East Parishes Forum: Cllr Sneller said at the last North East Parishes Forum it had been asked that all Council make this an agenda item. The idea is to draw parishes together on subjects such as current transport problems. This will be done.

Hampers Common: Cllr Sneller said the grass outside the ditch which was previously cut has not been done of late. The Chairman said the council are only required to keep the area inside the ditch cut. Cllr Sneller said this is something that should be looked at.

Time Aside Sensory Workshop: Cllr Sneller said three workshops are planned for Wednesday 10th July, Wednesday 24th July and Wednesday 7th August in

the Hampers Green Centre from 10.30 am to 12.30 pm. They are hoping to find options for operating in the town.

Fete in the Park: Cllr Sneller reminded Councillors that the fete is being held on Saturday 7th July. There is a good line up of entertainment PAGE *Arabic □8□, cd racer and a dog show.

There being no further business the meeting closed at 9.00 pm.